

**California Historical Records Advisory Board  
Meeting Minutes  
November 6, 2008**

Location: California State Archives, Sacramento

Members Present: Gabriele Carey, Christine Figueroa, Wendy Franklin, Jim Hofer, Waverly Lowell, Laren Metzger, Charles Palm, Chuck Wilson, Jennifer Martinez Wormser

Members Absent: Gary Brutsch, Jim Henley, Gary Kurutz, Nancy Lenoil

Staff Present: Sherrie Lujan, Rebecca Wendt

Meeting was called to order by Laren Metzger at 10:01 a.m.

### **Approval of Minutes**

A motion was made by Jim Hofer and seconded by Charles Palm to approve the minutes of June 26, 2008. The motion passed unanimously.

### **Board Members Vacancies**

Gary Brutsch, Jim Henley, and Waverly Lowell will be leaving the board at the end of December. Jim is the representative of the California Association of Museums. Nancy has already contacted CAM to ask for a replacement. Waverly is the representative of the university and college community while Gary occupies an at-large position appointed by the coordinator. Send any suggestions about replacements for Gary and Waverly to Nancy.

### **NHPRC Grant Reviews**

Stanford University – 8-0 in favor of full funding. (Charles Palm recused himself).

USC – 9-0 in favor of rejection.

UCLA – 8 in favor of rejection; 1 in favor of other (revise and resubmit).

Orange County – 9-0 in favor of rejection.

San Bernardino – 9-0 in favor of rejection.

Please send your signed reviews and comments to Laren as soon as possible.

### **Strategic Plan Review**

The strategic plan was thoroughly reviewed. It was noted that several of the issues need to be reformatted to be brought in line with the board's decision to have action items for each objective. Any additional comments should be directed to the issue leader by November 20<sup>th</sup>. All changes must be turned in to Laren by the end of November. Laren and Nancy will compile a new version of the plan and send it out to members by December 5<sup>th</sup>.

### **Replevin Legislation Update**

Laren reported that the replevin legislation was vetoed. At present, it is uncertain whether the bill will be introduced in the new session.

The board adjourned for lunch at 11:52 a.m.

The board reconvened at 12:57 p.m.

### **Connecting to Collections Meetings**

There was a brief discussion, led by Wendy, about the results of the two meetings held recently to discuss the work of the project. Members who attended the meetings felt it was a worthwhile experience.

### **CHRAP Grants Update**

The 2008 administrative support grant expires at the end of December.

The search to find a consultant to work on the board's NHPRC-funded SNAP grant continues. This project is scheduled to begin in January 2009. Few people responded to the RFP notice, but those that did indicated that the compensation was too low. Laren suggested revising the RFP once again, this time to reflect a total level of compensation only without reference to a per hour rate of compensation. Laren invited the members to send him any suggestions on ways to amend the RFP. Most recently, the RFP was sent to the archives listserv, the west arch listserv, and the records management listserv. Christine suggested sending the notice via ARMA chapters.

### **The Friends of California Archives**

Laren reported that the 501 (c) (3) application has gone forward.

### **Reports from State Agencies**

#### **State Archives**

Laren referred members to Nancy's report.

#### **State Parks**

Wendy reported this has been a very challenging fire season for State Parks. The Archeology, History, and Museums Division is making an effort to address collection needs in advance of a fire threat. Parks is working to become more incorporated into the incident command system for use during emergencies.

### **Other Business**

No other business.

### **Next Meeting**

The next meeting will be held on February 10, 2009 in Laguna Niguel.

Chuck made a motion to adjourn, seconded by Waverly. The motion passed unanimously. Meeting was adjourned at 3:12 p.m.